

The German Swiss International School (GSIS) in Hong Kong is one of the city's leading international schools, offering high-quality, holistic education to a diverse student body of approximately 1,300 students, supported by 240 dedicated faculty and staff. Established as a non-profit organisation, GSIS operates under a unique governance model with affiliation to the German government, reflecting its deep-rooted commitment to educational excellence and international cooperation. The school is structured into two distinct Streams—German and English—providing pathways to the German International Abitur and the I/GCSE & IBDP qualifications, respectively.

GSIS is a value-driven institution that empowers its multicultural community through a positive, inclusive, and academically rigorous environment. Rooted in both German and English educational traditions, the school nurtures global citizens who are well-prepared to thrive in an interconnected world. We are now inviting applications for the following position:

### SENIOR OPERATIONS OFFICER

The successful candidate will take the lead in facility management. He / She will supervise the day-to-day operations of all the campuses in Peak and Pok Ful Lam. He/she will supervise and coordinate all cleaners, caretaker, security guards and coordinate with the maintenance staff to provide a full spectrum of facilities management and to support a conducive and safe learning environment. We are looking for an individual who is customer service-oriented, having experience to lead a team and able to work under pressure with minimal supervision.

#### What is required

- Supervise the daily operations of the team to ensure smooth service and enhance the standard of the building and facilities.
- Monitor and coordinate cleaning, security works, soft landscaping works.
- Coordinate repair & maintenance works.
- Assist with all related duties to manage and upkeep of the school environment.
- Supervise daily operations of both Peak and Pok Fu Lam Campus.
- Be the secondary support on the daily operations of Peak Campus and Pok Fu Lam Campus as and when necessary.
- Be the on-campus contact for building related emergency needs during school hours.

#### What we are looking for

- Degree holder in Facilities Management/ Properties Management/ Building Surveying or with qualification equivalent to Qualifications Framework Level 5
- Experience in operation works of the building, preferably for a School or Institution
- Good organizational and multi-tasking skills, persistence to follow-up on tasks
- Good knowledge in safety and security matters
- 5 -8 years of relevant experience in building management/ facilities management including 2 years supervisory experience
- Excellent bilingual communication skills (Cantonese and English)
- Computer skills, Microsoft and google docs
- Sound knowledge of methods and equipment used in cleaning work
- Self motivated, detail minded and good organization skills
- Team player with good people management skills

**GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks including employment history and reference checks, criminal record checks and child protection screening will be conducted to safeguard all student at GSIS. The successful candidate will also be required to attend in-house child protection and safeguarding training and sign a Code of Conduct.**

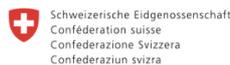


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SUPPORTED  
BY THE SWISS  
GOVERNMENT

**What we offer**

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, education benefits and 13th month salary payment. Staff bus transportation between Central and the Peak Campus (subject to availability), and meals at our in-house cafeteria, are offered at reduced prices.

Our employees work in a "high trust" environment where they are afforded responsibility without unnecessary micro-management. Professional development and continuous learning are actively encouraged and financially supported. We welcome candidates who show a commitment to continuous development and are willing to contribute to wider school activities.

You will be working with excellent students with outstanding academic results. You can see the impressive results on our website at <https://www.gsis.edu.hk/en/school-life/news-and-events/news/>.

**How to apply**

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>). Personal data collected will be used for recruitment purposes only.

Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful.